

# CTE License and Endorsement Information 101

### Occupational Licensure Changes (Sept. 1, 2015)

The purpose of educator licensure is to ensure that individuals who serve in Tennessee classrooms and schools meet minimum standards. In order to obtain, advance, or renew a license to teach in the state of Tennessee, an individual must meet minimum expectations.

On July 25, 2014, the Tennessee State Board of Education approved a new policy regarding educator licensure. Educators affected by this policy include occupational teachers. Any license issued prior to Sept. 1, 2015 will be valid until the date of expiration. After Aug. 31, 2015, all licensure transactions will be processed in accordance with the new policy.

### **Overview of New Occupational Licensure Policy (SBE 5.502)**

**Practitioner Occupational Teacher License** (three-year validity period, renewable once): The practitioner occupational license is the initial license issued to occupational educators who have met endorsement requirements pursuant to State Board of Education policy 5.502, had content verification provided by the Tennessee Department of Education's college, career and technical education Division, and hold the required current/valid industry certification were indicated prior to entering Tennessee public schools. Individuals applying for the practitioner occupational teacher license must meet the following criteria:

- Formally admitted to or have completed a state-approved educator preparation program
- Recommended by the state-approved educator preparation program
- High school graduate or higher
- Meet industry certification requirements
  - Due to changes in the current licensing requirements and not having regional testing centers available, a
    grace period of 1 year for industry certifications required for licensing will be given to individuals applying
    for a new practitioner occupational license. This does not apply to individuals who are advancing their
    license and have to have industry certification. Additionally, this does not apply to Health Science teachers
    or Cosmetology teachers.
- Meet the endorsement experience requirements

Prior to recommending a candidate for licensure, Educator Preparation Providers (EPPs) should receive verification from the Department of Education that the applicant meets stated criteria for licensure, such as required industry certification and experience.

**Professional Occupational Education License** (six-year validity period, renewable): The professional occupational education license is issued to educators upon meeting licensure expectations at the practitioner level, completing coursework covering the professional education standards and additional requirements as defined in State Board of Education policy.

Find out more about the occupational licensure policy changes here.



# **Occupational Endorsements**

This table outlines endorsements available for Tennessee Occupational Education License only. Occupational endorsements can only be issued to a practitioner or professional occupational education license. Academic endorsements cannot be added to a practitioner or professional occupational education license.

Effective Sept. 1, 2015, the following endorsements will be issued.

Endorsement Name	Endorsement Code
Automotive	770
Aviation Ground School	774
Barbering	780
Broadcasting	710
Carpentry	706
Collision Repair	771
Concrete/Masonry	702
Cosmetology	781
Culinary Arts	730
Digital Arts and Design	711
Distribution and Logistics	776
Drafting/CAD	700
Electrical	701
Fire Safety	751
HVAC	707
Health Informatics	721
Health Science	720
Information Technology	740
Legal and Protective Services	750
Manufacturing	760
Plumbing	703
Programming	742
Public Health	722
Welding	705



#### Educators shall be properly licensed prior to entering the classroom (see below).

#### Tenn. Code Ann. § 49-5-101

No person shall be employed as principal, teacher or supervisor of any public elementary or high school by any local school district, or receive any pay for such services out of the public school funds of the local school district until the person presents to the director of schools a valid license as prescribed in this part. It is unlawful for any board of education to issue any warrant or check to such persons for services as principal, teacher or supervisor until the person has presented for record a license valid for the term of employment.

# Initial Issuance of the Practitioner Occupational Education License

Requirements for a practitioner occupational education license align with the endorsement(s) an applicant is seeking. Occupational endorsements have different education, examples of qualifying occupational work experience, and industry certification requirements. The examples are only a sampling of occupations which could qualify for the endorsement area. If there are questions about occupations that are not listed, please contact <a href="mailto:Sheila.K.Morris@tn.gov">Sheila.K.Morris@tn.gov</a>. Prior to enrollment in a preparation program, qualifications, such as industry certification, work experience, and postsecondary education, shall be reviewed by the Tennessee Department of Education's college, career and technical education division.

Endorsement requirements for a practitioner occupational education license can be met through a pathway using combined work experience, industry certification, and postsecondary education.

## **Occupational Endorsement Aligned Requirements**

<b>Endorsement Name and Code</b>	Automotive 770	
Previous Endorsements	508	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	mechanic, automotive technician, service technician, auto body	
Areas/Occupations	technician	
Industry Certification	ASE A-4, ASE A-5, ASE A-6, and ASE A-8 or G-1	
Pathway Options	<ul> <li>Associate's degree in automotive technology, one year of work experience in endorsement area, and industry certification</li> <li>Bachelor's degree in automotive technology and industry certification</li> </ul>	



Endorsement Name and Code	Aviation Ground School 774	
Previous Endorsements	594	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	pilot, aircraft flight instructor	
Areas/Occupations		
Industry Certification	FAA Ground Instructor Certificate and FAA Flight Instructor Certificate (Airplane)	
Pathway Options	<ul> <li>Associate's degree in aviation/commercial or private pilot, one year full time work experience in endorsement area, and industry certification</li> <li>Bachelor's degree in aviation/commercial or private pilot and industry certification</li> </ul>	
Endorsement Name and Code	Barbering 780	
Previous Endorsements	560	
Minimum Education	High School diploma or above and completion of a barbering instructor	
Requirements	curriculum	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	barber, cosmetologist	
Industry Certification	Tennessee Barbering Instructor License	
Pathway Options	Tennessee Barbering Instructor License  None	
Endorsement Name and Code	Broadcasting 710	
Previous Endorsements	576, 597	
Minimum Education	High School diploma or above	
Requirements Occupational Work Experience	Five years of full time work experience out of the past eight years	
Occupational Work Experience	1 0 1	
	electronic engineering, electronic recording, electronic concept design and	
Example Qualifying	creation, audio/video technology, sound board networking, sound board operations, audio/video/DVD networking, camera operators, film and video	
Areas/Occupations	editors, broadcaster with production experience, studio production manager	
Industry Certification	Currently none	
Pathway Options	<ul> <li>Associate's degree in broadcasting/digital media and three years of full time work experience in endorsement area</li> <li>Bachelor's degree in broadcasting/digital media and one year full time work experience in endorsement area</li> <li>Master's degree in broadcasting/digital media</li> </ul>	



Endorsement Name and Code	Carpentry 706	
Previous Endorsements	522	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	carpenter, mechanical maintenance technician, journeyman, home repair	
Areas/Occupations	technician, general contractor, construction project manager, foreman,	
	construction superintendent	
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion	
	of Apprenticeship, NOCTI Carpentry 5265, or Tennessee Contractor's license	
	Contractor's license	
Pathway Options	Associate's degree in building construction and one year of work	
	experience in endorsement area and industry certification	
	Bachelor's degree in building constructions and industry certification	
Endougoment Name and Code	Collision Bonois 774	
Endorsement Name and Code Previous Endorsements	Collision Repair 771 507	
Minimum Education		
	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	mechanic, automotive technician, auto body technician, auto body painter	
•		
Industry Certification	ASE B-2, ASE B-3, and ASE B-4 or I-Car	
Pathway Options	Associate's degree in collision repair/refinishing and one year of work	
	experience in endorsement area out of the past eight and industry	
	certification	
	Bachelor's degree in collision repair/refinishing and industry	
	certification	
Endorsement Name and Code	Concrete/Masonry 702	
Previous Endorsements	524	
Minimum Education	High School diploma or above	
Requirements	0	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	cement masons, concrete finishers, concrete operations manager, concrete	
Areas/Occupations	paving foreman	
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion	
_	of Apprenticeship or NOCTI Masonry 5933 Tennessee	
	Contractor's license	
Pathway Options	Associate's degree in building construction and one year of work	
	experience in endorsement area and industry certification	
	Bachelor's degree in building constructions and industry certification	



<b>Endorsement Name and Code</b>	Cosmetology 781	
Previous Endorsements	561	
Minimum Education	High school diploma and completion of a cosmetology instructor	
Requirements	curriculum	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	cosmetologist, barber	
Areas/Occupations		
Industry Certification	Tennessee Cosmetology Instructor license	
Pathway Options	None	
Endorsement Name and Code	Culinary Arts 730	
Previous Endorsements	562	
Minimum Education Requirements	High School diploma or above	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	pastry chef, head chef, caterer, personal chef, restaurant manager, executive chef	
Industry Certification	Serve-Safe or National Registry of Food Safety Professionals, or Certified Culinary Chef Educator (CCE) Industry Certification	
Pathway Options	<ul> <li>Associate's degree in culinary arts, industry certification, and three years full time work experience out of the past eight in endorsement area</li> <li>Bachelor's degree in culinary arts, industry certification, and one year full time work experience out of the past eight in endorsement area</li> </ul>	
Endorsement Name and Code	Digital Arts & Design 711	
Previous Endorsements	543	
Minimum Education	High school diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	desktop publishers, commercial artist, graphic designers, photographer, page	
Areas/Occupations	composition, image conversion, digital printing, electronic publishing, digital imaging, press operations and finishing	
Industry Certification	ADDA Certified Digital Designer or NOCTI Advertising & Design 5261 or Adobe Certified Expert Certification	
Pathway Options	<ul> <li>Associate's degree in graphic design, one year work experience, and industry certification</li> <li>Bachelor's degree in graphic design and industry certification</li> </ul>	



Endorsement Name and Code	Distribution and Logistics 776	
Previous Endorsements	503	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	supply chain analyst, operations analyst, logistics manager, logistician, distribution manager, engineer, warehouse manager, transportation coordinator, buyer/inventory control specialist, fulfillment manager	
Industry Certification	Currently none	
Pathway Options	<ul> <li>Associate's degree in distribution and logistics and three years full time work experience out of the past eight in endorsement area</li> <li>Bachelor's degree in distribution and logistics and one year full time work experience out of the past eight in endorsement area</li> </ul>	
Endorsement Name and Code	Drafting/CAD 700	
Previous Endorsements	531	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	architect, individuals with experience in the following areas: technical drawings, scale drawings, orthographic projection, two and three dimensional drawings, manual drafting and computer aided design skills	
Industry Certification	ADDA Certified Drafter or Autodesk	
Pathway Options	<ul> <li>Associate's degree in drafting, one year work experience, and industry certification</li> <li>Bachelor's degree in drafting and industry certification</li> </ul>	
Endorsement Name and Code	Electrical 701	
Previous Endorsements	523	
Minimum Education Requirements	High School diploma or above	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	electricians, electrical engineering technicians, electrical engineers	
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion of Apprenticeship or NOCTI Electrical 5271 or Tennessee Contractor's license	
Pathway Options	<ul> <li>Associate's degree in building construction, one year of work experience in endorsement area, and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>	



Endorsement Name and Code	Fire Safety 751	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	firefighter	
Industry Certification	Fire Fighter Instructor 1	
Pathway Options	<ul> <li>Associate's degree in fire science and one year work experience in endorsement area and industry certification</li> <li>Bachelor's degree in fire science and industry certification</li> </ul>	
<b>Endorsement Name and Code</b>	Digital Arts & Design 711	
Previous Endorsements	543	
Minimum Education Requirements	High School diploma or above	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	desktop publishers, commercial artist, graphic designers, photographer, page composition, image conversion, digital printing, electronic publishing, digital imaging, press operations and finishing	
Industry Certification	ADDA Certified Digital Designer or NOCTI Advertising & Design 5261 or Adobe Certified Expert Certification	
Pathway Options	<ul> <li>Associate's degree in graphic design, one year work experience, and industry certification</li> <li>Bachelor's degree in graphic design and industry certification</li> </ul>	
<b>Endorsement Name and Code</b>	HVAC 707	
Previous Endorsements	598	
Minimum Education Requirements	High School diploma or above	
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying Areas/Occupations	HVAC technicians, first-line supervisors of mechanics, installers, and repairers	
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion of Apprenticeship or HVAC Excellence Certification	
Pathway Options	<ul> <li>Associate's degree in building construction and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>	



<b>Endorsement Name and Code</b>	Health Informatics 721	
Minimum Education Requirements	Associate's degree or above in endorsement area	
Occupational Work Experience	One year full time work experience out of the past five in endorsement area	
Example Qualifying	medical biller, medical coder, pharmacy technician, data analyst, clinical	
Areas/Occupations	analyst, informatics specialist, medical and health services manager	
Industry Certification	CPC-Certified Professional Coder or CCA-Certified Coding Associate or CCS-Certified Coding Specialist or RHIT-Registered Health Information Technician or RHIA-Registered Health Information Administrator or MCT-Medical Coding Technician	
Pathway Options	Bachelor's degree in health informatics and industry certification	
Endorsement Name and Code	Health Science 720	
Previous Endorsements	577	
Minimum Education	Associate's degree or above leading to a Tennessee Board of Health issued	
Requirements	license in one of the following areas or occupations. (Internships and Fellowships are not eligible)	
Example Qualifying Areas/Occupations	registered nurse, physician, chiropractor, dentist, dental hygienist, medical laboratory technician, paramedic, athletic trainer, occupational therapist, physical therapist, respiratory therapist, radiology technician, diagnostic medical sonographer, nuclear medicine technologist, audiologist, veterinarian, physical therapy assistant, occupational therapy assistant, physician's assistant, speech therapist, optometrist, pharmacist, dietician, podiatrist, clinical perfusionist	
Occupational Work Experience	One year full time or part time work experience out of the past five	
Industry Certification	Tennessee Board of Health issued license	
Pathway Options	All applicants must provide verification of one year full time or part time work experience out of the past five and industry certification regardless of postsecondary degree level	
Endorsement Name and Code	Information Technology 740	
Previous Endorsements	595	
Minimum Education Requirements	Associate's degree or above in endorsement area	
Occupational Work Experience	Two years of work experience out of the past eight years	
Example Qualifying Areas/Occupations	web page designer, host web manager, web master, computer networking, network designer, computer maintenance, computer engineer, cable technician, telecommunication technician, computer system analysis, computer programmer, software developer, quality assurance software developer, software architect, technology business analyst, it project manager, business intelligence developer, business analyst, information technology systems manager, computer support specialist	
Industry Certification	A+ or Net Plus or CIW or CISCO	
Pathway Options	Bachelor's degree in endorsement area and industry certification	
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<b>Endorsement Name and Code</b>	Legal and Protective Services 750	
Previous Endorsements	590	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	police officer, sheriff, TBI/FBI officer, military police, wildlife officer, correctional	
Areas/Occupations	officer, crime scene investigator, lawyer, judge with law or criminal justice	
	degree	
Industry Certification	POST or NOCTI assessment for law, public safety and security	
Pathway Options	Associate's degree in criminal justice and three years of full time work	
	experience out of the past eight in endorsement area	
	Bachelor's degree in criminal justice and one year full time work	
	experience out of the past eight years in endorsement area	
	Master's degree in criminal justice or juris doctorate	
Endorsement Name and Code	Advanced Manufacturing 760	
Previous Endorsements	596	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	engineer, plant manager, industrial production manager, computer aided	
Areas/Occupations	drafting (CAD) certified individual, industrial maintenance , machinist,	
	numerical control machine tool programmer, electronic engineer, electronic	
	technician, electronic semi-conductor processor	
Industry Certification	National Institute of Metalworking Skills certification (NIMS) or Level 1 Siemens	
	trainer certification	
Pathway Options	Associate's degree in manufacturing operations/technology, one year of	
	work experience in endorsement area, and industry certification	
	Bachelor's degree in manufacturing operations/technology and industry	
	certification	
Endorsement Name and Code	Plumbing 703	
Previous Endorsements	527	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	plumbers, pipefitters, steamfitters	
Areas/Occupations		
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion	
	of Apprenticeship or NOCTI Plumbing 5175 or	
	Tennessee Contractors license	
Pathway Options	Associate's degree in building construction, one year of work	
	experience in endorsement area, and industry certification	
	Bachelor's degree in building constructions and industry certification	



Endorsement Name and Code	Programming 742	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
	computer programmer, software developer, quality assurance software	
Example Qualifying	developer, software architect , technology business analyst, it project manager,	
Areas/Occupations	business intelligence developer, business analyst	
Industry Certification	A+ or Net Plus or CIW or CISCO	
Pathway Options	Associate's degree in endorsement area, one year work	
	experience in endorsement area, and industry certification	
	Bachelor's degree in endorsement area and industry	
	certification	
<b>Endorsement Name and Code</b>	Public Health 722	
Minimum Education	Bachelor's degree in Public Health or Public Health Administration	
Requirements		
Occupational Work Experience	One year of full time work experience out of the past five years in	
	endorsement area	
Example Qualifying	epidemiologist, health educator, health care administrator, environmental	
Areas/Occupations	scientists, quality investigator, environmental engineer, HIV/AIDS educator,	
	refugee coordinator, health services manager, midwife, public health nurse	
Industry Certification	Currently none	
Pathway Options	None	
Endorsement Name and Code	Welding 705	
Previous Endorsements	584	
Minimum Education	High School diploma or above	
Requirements		
Occupational Work Experience	Five years of full time work experience out of the past eight years	
Example Qualifying	welders and individuals with experience in blueprint reading, layout and	
Areas/Occupations	fabrication using oxy-fuel cutting SMAW, FCAW, GMAW, GTAW processes on	
	various metals	
Industry Certification	AWS or U.S. Department of Labor, Office of Apprenticeship, Certificate of	
	Completion of Apprenticeship or Certified Welding	
	Educator Certification, NOCTI Welding 5279	
Pathway Options	Associate's degree in welding/fabrication, one year full time work	
	experience, and industry certification	
	<ul><li>experience, and industry certification</li><li>Bachelor's degree in welding/fabrication and industry certification</li></ul>	



### **Advancing to a Professional Occupational Education License**

In addition to completing an educator preparation program, an educator must provide evidence of the following to advance to a professional occupational license:

- three years of teaching experience AND
- recommendation from the Director of Schools or 30 professional development points (PDPs) AND
- attendance at the five-day new occupational teacher training AND
- four observations of three experienced teachers within your endorsed area and one experienced teacher outside of your teaching area AND
- mentor contact information and signature AND
- current/valid industry certification for specified endorsements and course assignments requiring industry certification.

### Renewal of the Practitioner Occupational License

The Practitioner Occupational License is valid for three years. If an educator does not meet expectations for advancement to the Professional Occupational License, the Practitioner Occupational License can be renewed once. If the educator does not meet expectations at the end of the second validity period, the license will become inactive.

## Renewal of a Professional Occupational Education License

To renew the professional occupational education license an educator must have documentation of 60 professional development points (appendix A) and current/valid industry certification if indicated in the current correlation of course code document. Professional development points can only be used to renew a professional occupational license.

At the date of expiration, if an educator does not have documentation of 60 professional development points and required industry certification, the license will become inactive. In order to reactivate the license and endorsements held, the educator must submit an application to reinstate, provide evidence of 60 professional development points and industry certification to the College, Career and Technical Education licensure consultant.



## Renewal of Professional Occupational License Appendix A

Option	PDPs Awarded	Required Documentation
Training (Academy/Institute/ Seminar/Conference	1 clock hour = 1 PDP	Certification of completion, Transcript OR Verification from signed by the Director of Schools (or designee)
College/University Coursework	1 semester hour credit = 10 PDPs	Transcript
Overall Evaluation Score from TN- Approved evaluation model	Overall Score of 5 = 20 PDPs Overall Score of 4 = 15 PDPs Overall Score of 3 = 10 PDPs	This information is maintained by TDOE. Educator s are not required to submit any documentation. PDPs based on overall evaluation scores may be accrued on an annual basis.
National Board Certification	30 PDPs	Official documentation from NBPTS

# **Adding Occupational Endorsements**

Licensed occupational educators who have completed an approved education preparation program for initial licensure may add additional occupational endorsements. For occupational endorsements requiring industry certification, submit evidence of completion (e.g., certificate, qualifying scores, certification card). To add an occupational endorsement not requiring industry certification you must provide evidence in <u>at least one</u> of the following ways:

- Verification of five years of full-time work experience in requested occupational area out of the past eight years; teaching is not considered occupational work experience and will not be accepted **OR**
- Associate's degree in the endorsement area and three years full-time work experience in the endorsement area out of the past eight years **OR**
- Bachelor's degree in the endorsement area and one year full-time work experience in the endorsement area out of the past eight years OR
- Master's degree in the endorsement area.

Occupational endorsements can only be added to a practitioner occupational or professional occupational educator license. Academic endorsements cannot be added to a practitioner occupational or professional occupational educator license.



### **Career and Technical Education Academic Endorsements**

The table below outlines academic endorsements that are processed by the division of college, career, and technical education. All academic practitioner license applications must be submitted through TNCompass by an educator prep program (EPP) and is valid for a period of three years. Individuals applying for the practitioner license must meet the following criteria:

- Hold a bachelor's degree from a regionally accredited college or university AND
- Be formally admitted to or have completed a state-approved educator preparation program AND
- Recommended by the state-approved educator preparation program **OR**
- Submitted qualifying scores on required assessment.

Educators must submit qualifying scores on all required assessments within three years of obtaining the practitioner license. If the educator does not submit assessment scores and complete an EPP within three years of the license being issued, the license will become inactive.

Academic endorsements can only be issued to a practitioner or professional education license. Occupational endorsements cannot be added to a practitioner or professional educator license.

Endorsement Name	<b>Endorsement Code</b>
Agriculture Education 6-12	150
Agriscience 6-12	151
Business Education 6-12	152
Business Technology 6-12	153
Early Childhood Care and Services 6-12	156
Family and Consumer Sciences 6-12	154
Food Production & Management Services 6-12	155
Marketing Education 6-12	158
STEM 6-12	157

### **Advancing to a Professional Education License**

In addition to completing an EPP, an educator must provide the following evidence of the following to advance to a professional license:

- three years of experience, and
- the recommendation of the Director of Schools,

OR

documentation of 30 PDPs

#### **Renewal of the Practitioner License**

The Practitioner License is valid for three years. If an educator does not meet expectations for advancement to the Professional License, the Practitioner License can be renewed once. If the educator does not meet expectations at the end of the second validity period, the license will become inactive.



#### **Renewal of the Professional License**

To renew the professional education license an educator must have documentation of 60 professional development points (appendix A). Professional development points can only be used to renew a professional license, not advance a practitioner education license.

At the date of expiration, if an educator does not have documentation of 60 professional development points, the license will become inactive. In order to reactivate the license and endorsements held, the educator must provide evidence of 60 professional development points to the College, Career and Technical Education licensure consultant.

# **Renewal of Professional License Appendix A**

Option	PDPs Awarded	Required Documentation
Training (Academy/Institute/ Seminar/Conference	1 clock hour = 1 PDP	Certification of completion, Transcript OR Verification from signed by the Director of Schools (or designee)
College/University Coursework	1 semester hour credit = 10 PDPs	Transcript
Overall Evaluation Score from TN- Approved evaluation model	Overall Score of 5 = 20 PDPs Overall Score of 4 = 15 PDPs Overall Score of 3 = 10 PDPs	This information is maintained by TDOE. Educator s are not required to submit any documentation. PDPs based on overall evaluation scores may be accrued on an annual basis.
National Board Certification	30 PDPs	Official documentation from NBPTS